



# Travel Guide

What to do when traveling on  
City business

# Questions?



- ▶ This document is intended to answer the most frequently asked questions related to traveling while on City business.
- ▶ As always, please contact the Finance Department if you have any questions!

# Before you go



Review the travel policies on the City's Intranet.



Make sure the Finance Department has a current copy of your driver's license if you will be driving.



Make sure the Finance Department has a current copy of your auto insurance if you are using a personal vehicle.

# When leaving



Check your available balance on your City Purchase Card before you leave on your trip to make sure you have enough funds available for your travel cost by asking either your delegate in your office or by calling the Finance Department (970) 641-8070.



In order to avoid paying sales and/or lodging taxes the tax exempt number is located on the upper right hand corner of your Purchase Card. If you would also like a copy of the tax exemption certificate please contact the Finance Department. The certificate is also available on the City's [intranet](#).

# Eligible/Ineligible Expenses

## Eligible

- ▶ Meals
  - Reasonable tips (not over 20%)
  - Up to \$54 per day for modestly priced meals (this may be less if department head makes a determination that receipts for actual cost are required)
    - ▶ Guide:
      - \$14 breakfast
      - \$14 lunch
      - \$26 dinner
- ▶ Lodging
  - 1 reasonable length call home per day from your motel/hotel room to check in
  - Required calls to your City office
  - One meal per night for a host if staying with relatives or an acquaintance in lieu of paying lodging.
- ▶ Transportation
  - Parking – attempt to get a receipt, if one is not available, write a handwritten receipt showing the location of the parking lot
  - Taxi/bus/shuttle service/rental - attempt to get a receipt, if one is not available, write a handwritten receipt detailing reason for transport
  - Use of personal vehicle according to IRS mileage rate

## NOT Eligible

- ▶ Meals
  - Meal expenses over \$54 per day (unless there was more than one person in attendance – this must be handwritten on the form)
  - Meals not supported by a detailed receipt if your department head makes a determination that receipts for actual cost are required.
  - Alcohol
- ▶ Lodging
  - Pay-per-view movies
  - Video games
  - Minibar charges
  - Excessive personal phone calls
- ▶ Reimbursement for expenses paid by the conference (including meals) or reimbursed to you by another entity

# Upon Return



- ▶ Turn in your Travel Reconciliation Form to the Finance Department
  - Make sure you get your department head's signature
  - Make sure it is attached to a voucher so we know where to post your expenditures
  - Make sure you attach all original receipts to the form



# What to do in the event of an accident

1. Ask yourself, "Is the scene safe?"
2. Perform a health check.
3. Call the police.
4. Call the insurance company.
5. Exchange your info. Never admit to fault regardless of the circumstances.